

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Other (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Research Park	1. Agency Position No. NL08395
7. Fair Labor Standards Act. <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code 15-14		14. Agency Use			
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code
a. U.S. Office of Personnel Management		Supervisory Electronics Engineer		GM	855
b. Department, Agency or Establishment				15	
c. Second Level Review					
d. First Level Review					
e. Recommended by Supervisor or Initiating Office					
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)			

18. Department, Agency, or Establishment Department of the Army	c. Third Subdivision PM ITTS
a. First Subdivision Army Materiel Command	d. Fourth Subdivision PM Test Instrumentation (FF)
b. Second Subdivision STRICUM	e. Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

for DOUGLAS BAKER, Col
PM ITTS

Signature

Date

9/17/92

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

OZ Corbin, Jr.
Personnel Management Specialist

Signature

Date

9/17/92

22. Position Classification Standards Used in Classifying/Grading Position

See attached DA Form 374

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks The Army Acquisition Executive (AAE), has identified this position to be an Army Acquisition Corps (AAC) critical position. Any employee placed in this position must sign a mobility agreement and otherwise be eligible for AAC membership.

Position is at the full performance level

Position is covered by Merit Pay System - MPU X2011 BUS:8888

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.		1. JOB NUMBER 05160	
2. STATION OR HEADQUARTERS OFFICE Aberdeen Proving Ground, MD		3. ORGANIZATIONAL LOCATION (Complete on organization copy only)	
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE OPM PCS GS-855, Feb 71 OPM EDGE, Part II, Aug 66 OPM Pilot Supv Guide, Apr 90		5. TITLE Supervisory Electronics Engineer	
6. PAY SCHEDULE GM		7. OCC CODE 855	8. GRADE 15
9. FAIR LABOR STANDARDS ACT <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT		10. COMP LEVEL 091	
11. EVALUATION APPROVAL FCS 92 MPC: 1			
TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS			
<u>M. Sue Canady</u> (Signature)		<u>5 Nov 90</u> (Date)	
12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)			
a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.			
<u>Richard K. Sparks</u> (Signature of Approving Supervisor)		<u>5 Nov 90</u> (Date)	
b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.			
<u>M. Sue Canady</u> (Signature of Position Classification Specialist)		<u>5 Nov 90</u> (Date)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES			
<p align="center">SUPERVISORY CONTROLS</p> <p>Serves under the supervision of the Project Manager and/or Deputy for Instrumentation, Targets and Threat Simulators, who assigns broad program responsibility on a continuing basis and provides very general administrative supervision. Incumbent functions with a maximum degree of independence and is relied upon for satisfactory accomplishment of assigned responsibilities. Supervisor gives guidance in terms of changes to policy or guidelines to follow on matters not covered by established policy. Work is reviewed in terms of program accomplishment.</p> <p align="center">MAJOR DUTIES</p> <p>Serves as the Chief, Mobile Automated Instrumentation Suite (MAIS) Division within the Project Manager (PM) for Instrumentation, Targets and Threat Simulators (ITTS), with responsibility for originating, developing, implementing and managing the MAIS program for use throughout the U.S. Army. The program includes master planning for MAIS; initiating appropriate research and development programs; controlling MAIS</p>			

program resources, and relocating these resources as required to support testing priorities from one range to another. Exercises responsibility for executing the development and acquisition programs for all MAIS-related Army instrumentation. The program provides a means for identifying projected areas of deficiencies against very long range testing requirements, planning and accomplishing required actions to cope with MAIS program deficiencies, and providing input to proposed increases to Army-wide instrumentation program funding levels. As chief engineer for the multi-million dollar MAIS procurement, research and development program, also exercises responsibility for technical decisions in the development, acquisition and utilization of instrumentation. The position requires a professional knowledge of electronics engineering as related to a variety of categories of instrumentation, such as mechanical, optical, electronic, and chemical, to manage the combined efforts of government and contractor personnel in executing the MAIS mission.

1. Develops, implements, manages and evaluates the PM ITTS programs for the Mobile Automated Instrumentation Suite. 90%

a. Develops and/or directs the development of broad PM ITTS policies, plans and objectives pertaining to the MAIS program and disseminates these to appropriate technical and operational test centers, U.S. Army Materiel Command (AMC) major subordinate commands and the U.S. Army Operational Test and Evaluation Command (OPTEC) for implementation. Reviews policies, directives, regulations, and orders received from higher echelons and prepares and/or directs the preparation of the command's authoritative interpretation of same, and disseminates interpretation to the technical and operational test centers. Provides guidance to technical and operational test centers, AMC major subordinate commands and OPTEC with regard to the development of local policies and plans and provides policy guidance as it pertains to specific projects under consideration.

b. Reviews, analyzes, and evaluates the accomplishments of assigned programs by review of reports, studies, projects, conducting In-Process Reviews (IPRs) and analyzing information provided by PM ITTS staff members. Monitors the major projects initiated by technical and operational test centers, AMC major subordinate commands and OPTEC to assure that plans and schedules are in consonance with stated objectives and requirements. Studies, reviews and analyzes programs in effect at technical and operational test centers, AMC major subordinate commands and OPTEC; reviews plans and estimates prepared by requirements proponents and submitted to higher headquarters for approval. Identifies existing or potential problem areas and recommends or directs necessary corrective action or prevention measures. Develops priority systems for procurement of the MAIS system recommending approval or disapproval of planned expenditures, and reprogramming of funds as necessary. Assures that the MAIS program development and acquisition is properly executed through other government agencies by contract, government agencies by matrix support, or contractors. Implements specific management controls to measure and monitor the performance of government or contractor technical agents. Ensures that unwarranted duplication of instrumentation is avoided. Initiates appropriate research and

development projects in support of MAIS and assures that they are carried out in consonance with existing and future capabilities, within the state-of-the-art, and in relation to qualitative materiel characteristics. In this manner, verifies that test centers are provided effective instrumentation support. Defends MAIS program requirements programs at the AMC, OPTEC, Headquarters, Department of the Army (HQDA) and Office of the Secretary of Defense (OSD) reviews.

c. Renders advice and assistance to PM ITTS and key members of the AMC and OPTEC staffs on matters pertaining to assigned programs and associated objectives, problems, funding considerations. Leads visits to test centers, AMC major subordinate commands and OPTEC to provide technical advice and direction. Represents the AMC Deputy Commanding General for Research, Development and Acquisition at IPRs, high-level conferences and other meetings with representatives of OSD, HQDA, AMC, OPTEC, and other commands and agencies, as well as private industry, on matters pertaining to assigned mission programs. Serves on top-level advisory boards and committees. Maintains continuing cognizance of trends in multiple mission areas and apprises superiors of the need for new programs and presence of overlapping and/or nonessential activities, with recommended corrective actions.

d. Negotiates on test facility requirements with key test personnel from technical and operational test centers, AMC major subordinate commands and OPTEC regarding major accreditation issues, such as qualifications of test facility, scientific and technical capabilities including equipment, personnel and test procedures. Manages, for PM ITTS, MAIS requirements inputs from technical and operational test centers, laboratories, AMC major subordinate commands, OPTEC, and other OSD activities.

2. In addition to being responsible for assuring that an acceptable quality and quantity of work is performed, incumbent carries out at least three of the first four, and six of the eight following authorities and responsibilities: plans work to be accomplished by subordinates; sets immediate priorities and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capability of the employee. Evaluates work performance of subordinates, and provides advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the unit; makes recommendations for appointment, promotion, or reassignment of such positions. Hears and resolves complaints from employees; refers group grievances and more serious unresolved complaints to higher levels of management. Effects minor disciplinary measures, such as warnings and reprimands; recommends other actions in more serious cases. Identifies developmental and training needs of employees; and provides or arranges for needed development and training. Is also delegated managerial authority to determine long-range work plans and schedules to implement the goals and objectives of the subordinate program segment organizational unit, activity, or function managed. Is also responsible and accountable for meeting goals, objectives and deadlines set by higher management. Representative managerial tasks include many of the following: determines resource needs, allocates resources, and accounts for their

Performs other duties as assigned.

- Full performance of the work directed is GS-13 or higher.
Incumbent must be able to obtain and maintain a top secret clearance.
Subject to drug testing in accordance with regulatory guidance.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 083915

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."